

Employment Opportunity



Position: Land & Policy Coordinator
Service Area: Land Management
Location: Government and Industry Relations
Salary: Based on Education and Experience
Date Posted: November 18, 2025
Closing Date: December 2, 2025
Competition Number: COO-01-11-18-25

POSITION SUMMARY:

In consultation with the Service Area Land Manager and appropriate legislative or regulatory agencies, ensures proper and accurate land and natural resource surface and subsurface authorization and documentation occur. Assist and provide technical support in the implementation, monitoring, review and updating of Land Use Plan and related policies as well as other strategic land management initiatives.

DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Oversee the administration of land and resource requests and approvals.
- Work with staff and applicable administrative and external individuals and bodies to assess and evaluate requests relative to applicable land and/or resource regulations, strategic plans, and evaluation tools.
- Interpret and ensure applicable legislation, regulations and guidelines are included in negotiation and preparation of permits, leases, right of ways, easements, and other land and/or resource land use approval and agreements.
- Develop and maintain an efficient system and process for the administration and desktop compliance and monitoring of land and resource activity.
- Responsible for overseeing document record management of Land Management and Natural Resource related surface and subsurface requests and approval transactions.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills, and Abilities

- National Aboriginal Lands Managers Association (NALMA) - Professional Land Manager Certification required.
- Post-Secondary Certificate in Business Management, Land, Natural Resource, Environment or related field required.
- Four years' experience in land and natural resource management field required.

Education and Experience:

Bachelor in Business Administration.

A minimum of three years of relevant work experience is required

Other:

Valid Alberta Class 5 Driver's License and Five-year Driver's Abstract required.

Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language.

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.

EMAIL recruitment@siksikanation.com To Apply, Receive a Job Description or Employment Application form.
CALL 403-734-5567 or 403-734-5579 to learn more.
WEBSITE www.siksikanation.com